

Recycling Center/Transfer Station Operator

Job Description

The positions assigned to the Recycling Center and Transfer Station are interchangeable. Employees will be assigned as operational commitments require.

Typical work involves:

- The safe operation of all material handling equipment
- Prepare various reports regarding operations and workload
- Monitor and report activities of the facility to the Manager
- Baling material for proper storage, transportation and loading/unloading of trucks and trailer.
- Separate refuse from recyclable materials
- Ensure the cleanliness and upkeep of the facility, parking areas, grass and roadside as required
- Assist, direct and educate patrons in proper disposal methods
- Attend formal and informal professional training

Duties and Responsibilities include but are not limited to:

- Weigh and record materials arriving or departing the facilities
- Sort and separate materials to include paper, plastic, metal, glass and wood. Separate, inspect, count and containerize those containers that are regulated by the Maine Bottle Bill for deposit redemption.
- Load and weigh containers for transportation
- Operate scales to properly weigh vehicles and baled materials
- Instruct patrons in proper recycling techniques and facility rules/guidelines
- Ensure the cleanliness of the facility, parking area, grass and roadside as required by Manager
- Operate and perform basic maintenance of skidsteer, backhoe and forklift as required
- Operate and perform basic maintenance of balers, glass grinder, pressure washer and other equipment as required
- Utilize Personal Protective Equipment as required by regulation or as required by Manager
- Receive and account for cash, check or credit receipts in accordance with Town Policies
- Complete reporting documents as required by regulations or as required by Manager
- Complete training requirements at the discretion of the Manager

- Read, understand and possess a working knowledge of the Maine Department of Environmental Protection Solid Waste Management Regulations, Town of Harpswell Solid Waste Ordinance, Town of Harpswell Rules for Commercial Haulers, Operations Manual, Safety and Emergency Action Plan and other regulatory documents as required
- Other Duties and responsibilities as assigned by the Manager

Desired Experience and Training:

- High School Graduate
- Experience in the operation of heavy equipment and light machinery

Requirements of work:

- Ability to work with minimal supervision
- Ability to make judgment as to proper disposal methods
- Math skills to include addition and subtraction
- Ability to work courteously with citizens, co-workers and others that utilize the facility.
- Ability to operate driving machinery
- Ability to operate stationary equipment
- Lift items not to exceed 50 pounds
- Standing for periods not to exceed 30 minutes